

Policy Clarification - SNAP

PFS-17329-506

Submitted: 10/14

Agency: CAOs

Subject: Expedited Scratchpad

Question: The scratchpad is providing incorrect expedited eligibility results. A case example:

A SNAP application is received for a Mother and a daughter. The Mother makes \$550 a month and the rent is \$300. The mother pays for 2 utilities sewage and water so the Non-Heating SUA of \$289 would be applied. The household has no resources and the households net income is \$0 so we can determine the household will not receive a Heat and Eat payment based on procedures outlined in D4150.

When entering this information in scratchpad it does not apply any Shelter Utility Allowance (SUA) and states the household is not eligible for expedited SNAP. However, the household should be eligible because their monthly gross income and liquid resources are less than their shelter expenses.

Response By: Division of Federal Programs

The expedited scratchpad is intended to be used as a tool to assist in determining if a household may be eligible. Part of the design was to support many different household scenarios however not every scenario could be designed into scratchpad.

For simplicity and to avoid duplication, scratchpad does not take into account other shelter utility allowances it only uses the Heating SUA based on what is data entered. When a household has zero net income and has not received LIHEAP or Heat and Eat previously but does in fact have shelter utility expenses and is entitled to an SUA (such as Non-heating, Limited, or telephone) the appropriate SUA should be used in the expedited determination. For these scenarios, when entering in scratchpad, the SUA should be added to the rent amount and entered in the block for Rent/Mortgage/Lot Rent.

In the above example, \$589 would be entered in the rent section of scratchpad: \$300 rent plus the non-heating SUA of \$289. This will allow the correct result to be received.

This process should only be used in cases where a household has zero net income, has not received LIHEAP or Heat and Eat in the previous year but is entitled to an SUA.

REMINDER: Caseworkers are to make the final determination for expedited benefits by following policy. Workers should narrate the situation in detail if there are any differences between the scratchpad results and the expedited benefits issued.